



# Louisville Metro Planning & Design Services

## SUBMITTAL REQUIREMENTS FOR ORIGINAL LANDSCAPE PLAN (CHAPTER 10 COMPLIANCE)

JERRY E. ABRAMSON  
MAYOR

CHARLES C. CASH, JR.,  
DIRECTOR

### All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant      PDS  
                         ONLY

- \_\_\_\_\_ 1. . Completed Landscape Plan Application. All blanks must be filled in. The Owner's name is required but **not the signature**. If the address is unknown, please call Planning and Design Addressing Team Staff at 502-574-6230.
- \_\_\_\_\_ 2. One (1) copy of the plan. Plans 24" x 36" must be folded accordion style into (four) sections then tri-folded (9" x 9" maximum) with the lower right corner shown. The Landscape Plan (Chapter 10 Compliance) shall include, but is not limited to the following additional data and may be combined with the Tree Preservation Plan (both fees required):
1. Tree Canopy calculations in accordance with Chapter 10, Part 1
  2. Tree, shrub, berm and fence locations
  3. Planting List
  4. Existing vegetation, including tree preservation information and size and species of preserved trees
  5. Locations of utility easements
  6. Tree planting diagrams
  7. Buildings and impervious surface areas shown on the plan.

Louisville Metro Planning & Design Services  
444 South Fifth St.  
Louisville, KY 40202  
502-574-6230      Fax 502-574-8129



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**All plans must show the following minimum information or the submittal can't be accepted.**

Plan drawn to engineer's scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown	Contour Lines shown on plan (relevant for new construction only)
Vicinity map shown	Existing and/or proposed structures shown and identified
Site Address	Location, ownership, Deed Book & Page # of adjacent property owners
Tax Block and Lot Number	Net and Gross acreage of site
Zoning of property	If residential, provide net & gross density, and number of dwelling units
Zoning of adjacent properties	Dimensions of drive lanes and point of ingress and egress
Existing Use	Off-street parking including ADA parking spaces shown
Proposed Use	Typical dimensions of parking spaces and aisles
Street names shown	Off-street loading areas
Right-of-way width shown	Accessory structures shown with required screening
Parking Calculations	ILA / VUA calculations (may be shown on tree canopy plan)
Gross building footprint area	Landscape buffer areas (labeled and dimensioned)
Gross Floor Area of Buildings	Form District and Form District boundaries if nearby
Height of structures	Form District transition zone shown if required by regulation
Plan Date	Existing sanitary sewer locations
Revision Date Box	Proposed sanitary sewer connections
Owner's name and address	Drainage flow arrows
Legend	Freestanding signs shown on the plan

**3. Landscape Plan Fee:** Cash or check made payable to Louisville Metro Finance.

The check must include a current address and phone number.

Base Fee: \$ 160.00

Supplemental Fee: \$ 5.00 for each 1,000 square feet of parking lot (VUA) in excess of 6,000 sq. ft.

VUA should appear on the front of the landscape plan.

If VUA is 6,000 sq. ft. or less, only use base fee

If VUA is greater than 6,000 sq. ft., use fee calculation formula below.

VUA = \_\_\_\_\_ sq. ft. minus 6,000 divided by 1,000 multiplied by \$ 5.00 + \$160 = \$ \_\_\_\_\_

Round to the nearest dollar

Total Fee = \$ \_\_\_\_\_

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**A fee is not required for an Amended or Revised Landscape Plan, a Clearing & Grading Plan, plans that don't require landscape review and submittals from Jefferson County School Board.**

### For Staff Use Only

**Date:** \_\_\_\_\_ **Staff:** \_\_\_\_\_ **Docket #:** \_\_\_\_\_

#### **Do not accept application if required materials are not submitted**

- \_\_\_\_\_ 4. If the above information and materials are submitted, open the Landscape log in the computer, find the last "new" docket #, assign the next "new" docket # (example L-000-00) and complete the log from "Docket #" through "Intake Staff". The path is **G:\Planning\Data\Logs\2006 LandscapeLog.doc**. If there are two related cases, put a semi-colon between numbers.
- \_\_\_\_\_ 5. Fill in the Docket #, Date, Staff (initials) in the box at the top of the application form
- \_\_\_\_\_ 6. Fill out a receipt (the total fee goes in the Landscape Plan category), sign the receipt, and give to the applicant. Put the docket number and the appropriate account number on the bottom left of the check, stamp the back with the endorsement stamp and put in the envelope in the file cabinet. Put money, if any, in the cash drawer.
- \_\_\_\_\_ 7. Stamp the date received on every page of all material submitted. This includes all sheets on all plans submitted.
- \_\_\_\_\_ 8. Write the docket number in **RED** in the lower right hand corner of every page of all materials submitted.
- \_\_\_\_\_ 9. Paperclip the plans and maps together and put them in the In-Coming Application Tray.

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